

**STATE OF CALIFORNIA**  
**State Council on Developmental Disabilities**

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EMPLOYMENT OPPORTUNITY

POSITION: Community Program Specialist III

SALARY: \$5079 – \$6127 per month

DEADLINE: **Must be received by THURSDAY, SEPTEMBER 10, 2009**

INSTRUCTIONS: Submit Cover Letter, Resume and State Application to:  
State Council on Developmental Disabilities  
1507 "21st" Street, Suite 210  
Sacramento, CA 95811  
Attention: Cindi La Due

The California State Council on Developmental Disabilities (SCDD) is an independent State agency established by federal and State law. Its mandate is systemic change, capacity building and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, and productivity with community integration and inclusion.

Federal law and State law require the SCDD to identify ways to improve and increase services for individuals and their families, and to submit these to the federal government in the form of a State Plan. The Plan addresses specific information required by federal law within specified priority areas, and includes the Council's determination of California's priority issues and resulting Council goals and objectives for the time period covered by the Plan. The Plan must be approved by the federal Administration on Developmental Disabilities.

The incumbent will : 1) Under the supervision of the Deputy Director of Area Board Operations, the incumbent supervises up to six clients' rights advocates (CRA) located in Area Board offices. Provides general advice to CRAs, provides assistance in direct CRA case management and acts as liaison between CRAs and SCDD headquarters; implements peer advocacy activities in accordance with project demands.

Duties include, but are not limited to:

**Description of Essential Functions:**

40% Supervisory functions: Provides supervision, leadership and guidance to all other CRA staff. Coordinate resources and provide training to all other VAS staff, as well as be a liaison to SCDD contract management for both CRA and VAS activities. Assist with coverage for vacant CRA and/or VAS Coordinator positions at any Developmental Center/CF. Meet with CRAs

- on a regular basis to assist in the case development and management. Assist in strategic planning of case management and service delivery. Consult with Deputy Director of Area Board Operations when contract management issues arise; consults with Staff Counsel III when legal issues arise. Acts as liaison between SCDD headquarters staff and CRAs.
- 20% Investigation and Action: Provide consultation and direct, investigate and take action to resolve complaints from residents, or their representatives, retarding the denial of any rights to which residents are entitled which have been abused, punitively withheld, or improperly or unreasonably denied. Initiate action on behalf of a resident unable to register a complaint on his or her own behalf. Develop and submit reports of incidents involving alleged or suspected abuse of residents' rights, neglect in treatment and care, or physical injury or death, and review all incident reports referred by the Director of the Developmental Center to ensure that action taken does not violate the rights of a resident. Provide advice on these reports to the Deputy Director of Area Board Operations and Executive Director of the Area Board.
- 10% Consultation: Provide consultation and technical assistance to Clients' Rights Advocates as they provide consultation and assistance to residents who are criminally charged or engaged in civil proceedings, and assist residents in initiating and participating in fair hearing procedures. Provide consultation and ongoing in-service training to developmental center employees and service providers; design and provide self-advocacy training for residents; provide clients' rights consultation and assistance to residents and families, meet with advocacy and related groups on the community and with the developmental center staff for information sharing, training, and problem solving, liaison and monitoring activities.
- 10% Protection of Rights: Provide consultation and technical assistance, assert and protect the rights of residents entering or changing their living arrangements, including placement in community care and health care facilities, judicial commitments and/or recommitments to the developmental center, and with filing a Writ of Habeas Corpus. Participate as a member in committees and develop and submit reports as required.
- 10% Records Management: Maintain management information system, develop reports, collect consumer satisfaction surveys, and keep the Deputy Director of Area Board Operations informed on the status of the services provided, emerging issues, and overall implementation of services. Complete all reports as required by contractual obligation for submission. Analyze report data to identify systemic issues and suggest strategies on how to systemically address issues.

**Marginal Functions:**

10% Other duties appropriate to the CPS III classification as assigned.

**Supervision Received:**

The Community Program Specialist III receives supervision from the Deputy Director of Area Boards in the incumbent's role as supervisory CRA. The Community Program Specialist III is expected to keep the supervisor informed of progress and potential problem areas. Good judgment and ability to respond quickly are essential to this position.

**Supervision Exercised:**

Community Program Specialist IIs; and contractual obligations.

**Administrative Responsibility:**

None.

**Personal Contacts:**

The Community Program Specialist III will have contact with Deputy Director of Area Board Operations, Executive Director of Area Board, CRAs and other staff as necessary.

**Actions and Consequences:**

Community Program Specialist III exercises good judgment in making decisions. Poor judgment/decisions can adversely affect employee's pay and benefits.

**Job Requirements**

Possess good interpersonal communication skills, be able to work under tight time frames. Work cooperatively with all staff to maintain effective communication.

The SCDD is an equal opportunity employer regardless of race, color, creed, national origin, ancestry, sex, marital status, disabilities, religion, political affiliation, age or sexual orientation.